

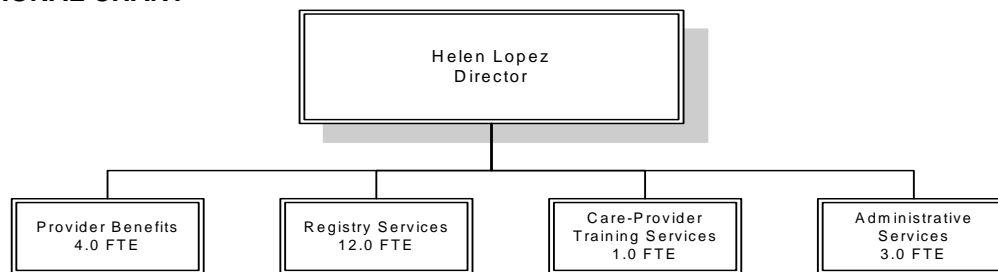
## IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

### Helen Lopez

#### MISSION STATEMENT

The mission of the San Bernardino County In-Home Supportive Services (IHSS) Public Authority is to improve the availability and quality of IHSS and to eliminate barriers to providing assistance and choice for the aged and persons with disabilities who need support services to live independently and with dignity in the community.

#### ORGANIZATIONAL CHART



#### DESCRIPTION OF MAJOR SERVICES

The In-Home Supportive Services (IHSS) program was created in 1973 to serve elderly, blind, and/or disabled individuals who are not able to remain safely in their home without assistance. Section 12302.25 of the Welfare and Institutions Code (WIC) mandates that each county, on or before January 1, 2003, must act as, or establish, an employer of record for collective bargaining purposes for IHSS care providers. The IHSS Public Authority (PA) was established to comply with this mandate.

In addition to its role in collective bargaining, the IHSS PA is required by WIC to provide the following mandated services:

- Establish a registry of potential care providers
- Investigate the background and qualifications of potential care providers
- Refer potential care providers from the registry to IHSS consumers upon request
- Provide training for both IHSS care providers and consumers
- Perform other functions related to the delivery of IHSS as designated by the governing board

#### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>Estimate 2004-05</b>	<b>Proposed 2005-06</b>
Appropriation	878,910	5,055,697	3,936,835	6,054,185
Departmental Revenue	844,316	3,737,744	3,971,429	4,701,639
Fund Balance		1,317,953		1,352,546
Budgeted Staffing		18.0		21.0

#### 2004-05 Budget to Estimate Narrative

Anticipated appropriation savings of \$107,238 in salaries and benefits is due to one position going unfilled and two positions not being filled until the 2<sup>nd</sup> quarter.

Services and supplies is projected to exceed appropriation by \$128,047 due to unanticipated costs for the implementation of health benefits, increase cost for finger printing, unaccrued expenditures from prior year and increased provider training costs. On January 11<sup>th</sup> item #53 the department was authorized to increase appropriation by \$86,967. Amount beyond the mid-year modified budget approved January 11, 2005, Item # 53, will be offset with savings from the 100, 300 and 500 series. A Transfer of Appropriations will occur by June 1,



2005 using 300 and 500 series savings with the possibility of a year-end board item transferring savings from the 100 series. The department will monitor the 200 series closely throughout the remainder of the fiscal year.

Data processing is projected to exceed appropriation by \$3,358 due to actual YTD experience. Amount beyond approved budget will be offset with unused savings from the 500 series. A Transfer of Appropriations will occur by June 1, 2005.

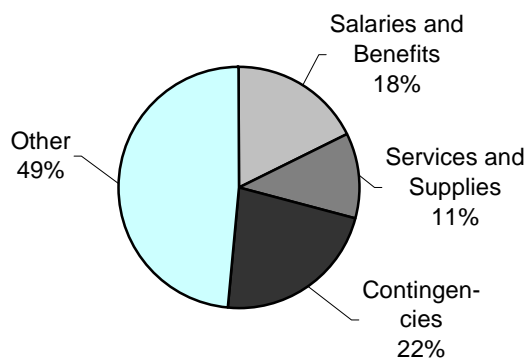
Other charges is projected to exceed appropriation by \$259,491 due to the ability to cover more providers under health benefits item #53 which the department was authorized to increase appropriation by \$289,593. Resulting in a savings of \$30,000 to modified budget.

Anticipated appropriation savings of \$42,992 in Transfers due to vacancies in DAAS Administrative staff providing support for IHSS PA.

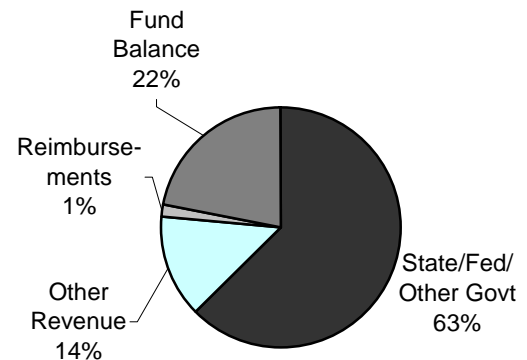
Overall, projected revenues are anticipated to exceed budget by \$223,400. Mid-year changes to Public Authority approved budget were presented to the Board of Supervisors on January 11, 2004, Item # 53.

Operating Transfers In is anticipated to exceed budget by \$10,285. This represents the local cost for Benefits (\$500,000) and administration (\$340,230). The local share will be funded with Social Services Realignment.

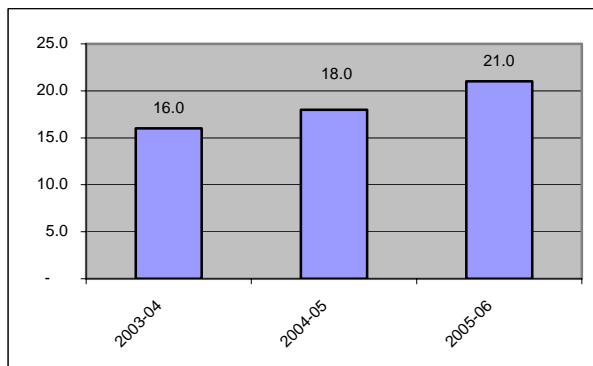
#### 2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



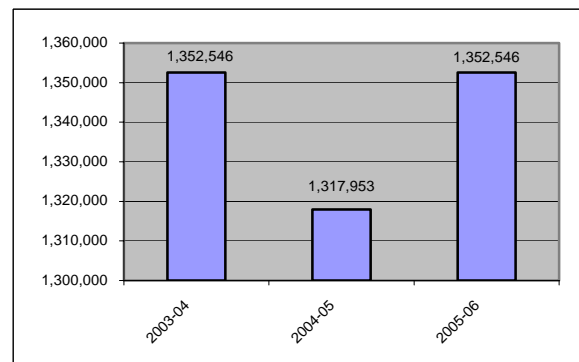
#### 2005-06 BREAKDOWN BY FINANCING SOURCE



#### 2005-06 STAFFING TREND CHART



#### 2005-06 FUND BALANCE TREND CHART



GROUP: Other Agencies  
DEPARTMENT: IHSS Public Authority  
FUND: IHSS Public Authority

BUDGET UNIT: RHH 498 498  
FUNCTION: IHSS  
ACTIVITY: Public Authority

#### ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
<b>Appropriation</b>							
Salaries and Benefits	890,962	998,200	-	-	998,200	91,803	1,090,003
Services and Supplies	435,847	307,800	-	86,967	394,767	304,067	698,834
Central Computer	13,358	10,000	-	-	10,000	7,000	17,000
Other Charges	2,524,898	2,265,407	-	289,593	2,555,000	281,000	2,836,000
Transfers	77,901	121,744	-	-	121,744	29,858	151,602
Contingencies	-	1,352,546	-	-	1,352,546	-	1,352,546
Total Exp Authority	3,942,966	5,055,697	-	376,560	5,432,257	713,728	6,145,985
Reimbursements	(6,131)	-	-	-	-	(91,800)	(91,800)
Total Appropriation	3,936,835	5,055,697	-	376,560	5,432,257	621,928	6,054,185
<b>Departmental Revenue</b>							
Use Of Money & Prop	17,935	-	-	-	-	-	-
State, Fed or Gov't Aid	3,108,513	2,907,799	-	376,560	3,284,359	557,904	3,842,263
Other Revenue	4,751	-	-	-	-	22,800	22,800
Total Revenue	3,131,199	2,907,799	-	376,560	3,284,359	580,704	3,865,063
Operating Transfers In	840,230	829,945	-	-	829,945	6,631	836,576
Total Financing Sources	3,971,429	3,737,744	-	376,560	4,114,304	587,335	4,701,639
Fund Balance		1,317,953	-	-	1,317,953	34,593	1,352,546
Budgeted Staffing		18.0	-	-	18.0	3.0	21.0

#### Staffing and Program Changes for 2005-06

Salary and Benefit costs will increase \$91,803. This increase is a combination of additional staff, salary steps, retirement, and worker's compensation cost increases. Staffing increased by a net of 3.0 budgeted positions which consists of the following:

- ◆ Added 3.0 PA Clerk II contract positions to address an increased clerical workload associated with processing documents associated with the IHSS providers (Equivalent to Clerk II-range 25).
- ◆ Deleted a vacant budgeted Accounting Technician position and added a PA Fiscal Clerk I (Equivalent to Fiscal Clerk I-range 26). The PA Fiscal Clerk will be responsible for processing fiscal documents for the Public Authority.

Services and Supplies costs will increase \$391,034 due to the following:

- ◆ The Provider Training program. A plan to train 2000 IHSS care-providers using a schedule of 2 training classes per week for up to 20 IHSS each to become certified in CPR and First Aid.
- ◆ Increased expenses due to the full-year operation of the health benefits program, including four quarterly open enrollments, more printing, mailing, and software licensing.
- ◆ Increase costs in professional services for background checks and fingerprinting due to more provider enrollments.

Other Charges will increase \$570,593 for medical benefits provided to eligible IHSS service providers in 2005-06. The local share is \$500,000. Total appropriations and revenue budgeted for health care benefits in 2005-06 are \$2,836,000. Federal and State reimbursement will cover approximately \$2,336,000 of total expenditures for health care benefits. The remaining \$500,000 is local share. The local share will be funded with Social Services Realignment.



DEPARTMENT: IHSS Public Authority  
 FUND: IHSS Public Authority  
 BUDGET UNIT: RHH 498 498

## SCHEDULE A

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Salary & Benefits	3.0	91,803	-	91,803
Staff increase due to workload increases, increase in total providers, and training of more than 2000 providers in 2005-06.				
2. Reduce Services and Supplies	-	(16,850)	-	(16,850)
Reduction in: Publications (\$8,500), Noninventorial Equipment (\$6,000), Rents-Structure (\$200), Cellular Services (\$1,150), Air travel (\$1,000)				
3. Increase Professional & Specialized Services	-	106,033	-	106,033
Increase due to increased number of background checks for provider registry.				
4. Increase Services and Supplies	-	98,884	-	98,884
Increase in: Membership Fees (\$1,500), Electronic Equipment & Maintenance (\$12,190), Computer Software (\$16,000), Computer Hardware (\$11,000), Utilities (\$8,750), Insurance (\$5,000), Risk Management (\$3,192), General Office Expense (\$10,100), Advertizing (\$2,500), Cowcap (\$12,052), Distributed Dp Eqp (\$500), Vehicle Charges (\$5,500), Other Travel (\$10,600).				
5. Training	-	57,000	-	57,000
Increase due to expanding provider/recipient training program.				
6. Printing, Packaging and Mailing Services	-	59,000	-	59,000
Increase printing due to doubling newsletter to include IHSS recipients and the printing of provider Open Enrollment benefit packages (\$23,000); increase Mailing for same (\$36,000).				
7. Data Processing	-	7,000	-	7,000
Increased FAS transactions.				
8. IHSS Provider Payments	-	281,000	-	281,000
Increase due to premium payments for provider medical benefits (\$145,000) and respite payments (\$136,000).				
9. Increase in Inter-Fund Transfers	-	29,858	-	29,858
Overall increase due to additional DAAS Admin support due to available funds through FCSP for provider respite.				
10. Increase Federal and State Revenue	-	-	557,904	(557,904)
Increase revenue due to increase in benefits for providers 82% reimbursed from Federal and State sources.				
11. Increased Revenue	-	-	22,800	(22,800)
Based on program history and actuals Interest (\$18,000) and Net Inr in Fair Value (\$4,800).				
12. Increased Revenue	-	-	6,631	(6,631)
Local Cost transferred from DPA for increased costs for provider benefits.				
13. Increase in Reimbursements	-	(91,800)	-	(91,800)
IHSS Provider Respite Reimbursement.				
<b>Total</b>	<b>3.0</b>	<b>621,928</b>	<b>587,335</b>	<b>34,593</b>

